



## SACRAMENTO AREA **SustainableBusiness**

### Sacramento Area Sustainable Business Program Application Packet

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SACRAMENTO  
STORMWATER  
QUALITY  
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BUILDING PERMITS  
AND INSPECTIONS



ENVIRONMENTAL  
MANAGEMENT DEPARTMENT



PLANNING AND  
ENVIRONMENTAL REVIEW



## **Welcome**

Thank you for taking the time to participate in the Sacramento Area Sustainable Business Program. This program is an important step in the development of a sustainable business community in the Capital Metro region of Sacramento, Placer, El Dorado, Yolo, Sutter, & Yuba counties. Additionally, you will find that many of the facility and practice changes are at no or low cost and can actually save your company money by reducing your utility bills, reduce materials costs and provide for a happier and healthier workforce which boosts productivity.

## **Take Advantage of No-Cost Services and Rebates**

Before you undertake facility and practice changes, contact your local utilities to determine what no-cost programs and rebates are available. In many cases, there are generous rebates available and many utilities require that you contact them first prior to making facility changes. Making facility changes before applying for a rebate will often make your business ineligible for rebates.

Call the Business Environmental Resource Center at (916) 874-2100 and they can provide the contacts for your local utility provider.

## **Ready to Start?**

As part of this booklet you will find the application and the checklist that needs to be completed with your submittal. As you begin to go through the checklist, don't hesitate to contact the Business Environmental Resource Center at (916) 874-2100 if you have any questions. We are here to help you.

## **Thank You for Being a Leader**

By participating in the Sacramento Area Sustainable Business Program, you are demonstrating that sustainability is important in our region and that making simple changes to your business facility and practice makes good business sense. Thank you for participating, we look forward to working with you.

### **Acronyms:**

EER - Energy Efficiency Ratio  
gpm - gallons per minute  
HVAC - Heating Ventilation Air Conditioning  
PG&E—Pacific Gas & Electric  
psi - Pounds per square inch  
SMUD - Sacramento Municipal Utility District  
TDS - Total Dissolved Solids  
VOC - Volatile Organic Compound  
LED - Light Emitting Diode



The Sacramento Area Sustainable Business Program is administered by:

BUSINESS ENVIRONMENTAL RESOURCE CENTER (BERC)  
3331 PEACEKEEPER WAY, SUITE 200, MCCLELLAN, CA 95652  
FAX: (916) 874-1003 \* PHONE: (916) 874-2100 \* EMAIL: BERCad-  
min@SacCounty.net



**Application Checklist  
SACRAMENTO AREA SUSTAINABLE BUSINESS PROGRAM**

**DATE:** \_\_\_\_\_

**FACILITY or  
COMPANY NAME:** \_\_\_\_\_

**BUSINESS TYPE:** \_\_\_\_\_

**# OF EMPLOYEES:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY, ZIP CODE:** \_\_\_\_\_

**CONTACT PERSON:** \_\_\_\_\_

**PHONE/FAX:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**WEBSITE:** \_\_\_\_\_

• If there are things you are doing at your place of business that you believe to be sustainable business practices, but the measures are not found on our checklists, please utilize the “other” box below each section of every category. We encourage businesses to include anything relevant to sustainability. You may include attached pages as well if needed.

• **IMPORTANT:** Before you undertake facility and practice changes, contact your local utilities to determine what no-cost programs and rebates are available. In many cases there are generous rebates available and many utilities require that you contact them first prior to making facility changes. Making facility changes before applying for a rebate will often make your business ineligible for rebates.

**NOTE:** Any measures already taken by your business can be counted and should be checked off on these lists. If you are unable to find appropriate measures for your business on these checklists, you may propose alternative measures or request exemption from certain requirements.

Call the Business Environmental Resource Center at (916) 874-2100 to find contacts for your local utility provider.

**STATEMENT OF CERTIFICATION**

I certify that this document and all attachments were prepared under my direction or supervision in accordance with a system to assure that qualified personnel properly gather and evaluate the information submitted, and that the statements and information in the document are true, accurate, and complete.

I affirm that this facility has implemented the Sustainable Business practices and measures as indicated. These measures are to be maintained for a 2-year period from certification. If any of these measures are discontinued I will contact the Sustainable Business Program for assistance in selecting alternative measures.

I further certify that to the best of my knowledge, the facility is in compliance with all applicable environmental regulations as set forth by Federal, State, and local agencies, and understand that any non-compliance may result in the revocation of the Sacramento Area Sustainable Business certification.

**COMPLETED CHECKLISTS MUST BE SUBMITTED BEFORE SITE VISIT FOR VERIFICATION.**

**BUSINESS REPRESENTATIVE:**

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**SUSTAINABLE BUSINESS PROGRAM COORDINATOR:**

SIGNATURE: \_\_\_\_\_ DATE VERIFIED: \_\_\_\_\_

Send completed checklist to: BUSINESS ENVIRONMENTAL RESOURCE CENTER (BERC)

3331 PEACEKEEPER WAY, SUITE 200, MCCLELLAN, CA 95652

FAX: (916) 874-1003 \* PHONE: (916) 874-2100 \* EMAIL: [BERCadmin@SacCounty.net](mailto:BERCadmin@SacCounty.net)

**Application Checklist  
SACRAMENTO AREA SUSTAINABLE BUSINESS PROGRAM**

**WATER CONSERVATION**

**Equipment/Facility Changes\*  
Required minimum of the selected measures -- 10**

	<b>Equipment/Facility Changes</b>	<b>Date Verified</b>
	Complete a water use assessment of your facility.* Contact your local water provider to schedule this free service. (note: required for Silver level certification)	
	Install water efficient non-flushing or 0.5 gallons per flush (gpf) urinals.	
	Install water efficient aerators: 1.5 gpm. for sink faucets & lavatory sinks; 2.2 gpm. for kitchen sinks.	
	Install high efficiency toilets (HET) – 1.3 gallons per flush or less (rebates may be available from some water utilities).*	
	Install water efficient toilets – 1.6 gallons per flush or less (rebates may be available from some water utilities).*	
	Install pre-rinse valves (rated at 1.6 gallons per minute or less at 80 psi).* (rebates or free valves may be available from your water utility).	
	Install quick-closing toilet flappers.	
	Install self-closing faucets in restrooms.	
	Install toilet retrofit kits. *	
	<i>Placer County:</i> Sign up or participate in the Placer County Water Agency (PCWA) or City of Roseville Water Efficiency Programs.	
	Install a water efficient irrigation system, using a low volume drip system that applies water to soil / plant roots, matched precipitation rate heads for turf areas, and weather based irrigation controllers.	
	Reduce the use of turf grass to only what is necessary and avoid turf on slopes. Use drought resistant native and Mediterranean plant species.	
	Reduce water pressure to no higher than 70 psi by installing pressure-reducing valves.	
	Use positive shut off nozzles on all hoses.	
	Group plants with similar water requirements together on the same irrigation line, and separate plants with different water requirements on separate irrigation lines.	
	Other:	

\* Contact your local water utility for more information on rebates for replacement of pre-rinse spray valves, toilets and urinals. Information on water efficient product ratings and information is available from the California Urban Water Conservation Council under "Product News": [http://www.cuwcc.org/products\\_tech.lasso](http://www.cuwcc.org/products_tech.lasso)

**Application Checklist  
SACRAMENTO AREA SUSTAINABLE BUSINESS PROGRAM**

<b>WATER CONSERVATION</b>		
<b>Practice Changes</b> <b>Required minimum of the selected measures -- 10</b>		
	<b>Indoor Practice Changes</b>	Date Verified
	Adjust boiler and cooling tower blow down rate to maintain TDS (total dissolved solids) at levels recommended by manufacturers' specifications.	
	Regularly check for and repair plumbing leaks in your kitchen and restrooms.	
	Shut off water-cooled air conditioning units when not needed.	
	Install signs in restrooms encouraging water conservation (stickers or other signage may be available from your water utility).*	
	Learn how to read your water meter and/or bill as a way to detect leaks and problems.	
	Use dry surface cleaning methods, followed by damp mopping or wiping instead of hosing down indoor floors.	
	Post sign to remind employees to turn off food preparation sink faucets while not in use, or install foot triggers on sink faucets.	
	Other:	
	<b>Outdoor Practice Changes</b>	Date Verified
	Irrigate during early morning hours (midnight–5 a.m.) to decrease water loss from evaporation and wind drift.	
	Change window cleaning schedule from “periodic” to “as needed”.	
	Use a smart irrigation controller that uses weather-based info to automatically adjust watering according to current weather conditions.	
	If an outdoor irrigation system exists: 1) Adjust sprinkler heads for proper coverage. Check heads monthly during the irrigation season to be sure the lawn is being watered and not the sidewalk or parking spaces. 2) Repair all defective lines and sprinkler heads. 3) Adjust irrigation times and durations with the seasons, at least monthly during the irrigation season (typically March–November) and shut off system during winter months.	
	Use dry surface cleaning methods, followed by damp mopping or wiping instead of hosing down outdoor areas, or implement a pressurized water broom.	
	Apply organic fertilizer to your landscape only when needed, rather than on an automatic schedule. Do not over-fertilize or use high nitrogen fertilizers. Ensure that your landscaper follows this practice.	
	Use ground cover or minimum of 2 inch depth mulch around landscape plants to prevent water evaporation.	
	Implement the irrigation schedule provided by your water utility during the water use assessment. Limit the number of days landscaping is irrigated to a maximum of 3 days per week during the summer, 2 days in the spring and fall, and none in the winter. Prevent runoff by scheduling multiple short run times with at least an hour between water applications by spray systems. Use repeat cycles for irrigation (e.g. instead of watering for eight minutes, use 2 cycles of 4 minutes each instead).	
	Send company vehicles to a washing service that uses a “zero discharge” car wash system or an automated car wash system that recycles and reuses the wash or rinse water.	
	Install a rain harvesting system to supplement the irrigation system.	
	Disconnect downspouts and route to landscaping area or rain garden.	
	Other:	

**Application Checklist  
SACRAMENTO AREA SUSTAINABLE BUSINESS PROGRAM**

<b>POLLUTION PREVENTION</b>		
<b>Equipment/Facility Changes Required minimum of the selected measures -- 10</b>		
		Date Verified
	<b>Stormwater Management</b>	
	Install secondary containment or berm around outdoor liquid storage and transfer areas to capture spills or leaks.	
	Keep storm drain protection devices on hand for quick spill response.	
	Post signs at dumpster to remind employees to keep lids closed.	
	Post signs at all trash cans and dumpsters discouraging the disposal of liquids.	
	Other:	
	<b>Wastewater Discharge Management</b>	
	Post a sign above sink area for employees: "Do not Dump Hazardous Chemicals Down Sink or Sewer" and educate employees on proper disposal methods.	
	Post a sign at sinks "Do not dump Fats, Oils, or Grease down the sink".	
	Install a grease trap or interceptor at your facility.	
	Other:	
	<b>Waste Management</b>	
	Use a chalkboard or white board with VOC free water based markers to list specials.	
	Replace equipment containing mercury with non-mercury alternative such as thermometers, thermostats, and gauges. Dispose of mercury-containing equipment as hazardous waste.	
	Replace standard florescent lights with low or mercury free fluorescent lights	
	Other:	
<b>Practice Changes Required minimum of the selected measures -- 5</b>		
	<b>Stormwater Management</b>	
	Inspect and clean private storm drains annually before the first rain and as needed thereafter.	
	Limit access to hazardous products to authorized personnel.	
	Label on-site storm drains with "No dumping..." message.	
	Participate in a local "Adopt-a-Storm Drain" program.	
	Store deliveries, supplies and equipment kept outdoors under a roof or cover.	

**Application Checklist  
SACRAMENTO AREA SUSTAINABLE BUSINESS PROGRAM**

<b>POLLUTION PREVENTION</b>		
<b>Practice Changes (continued)</b> <b>Required minimum of the selected measures -- 10</b>		
	<b>Stormwater Management (continued)</b>	Date Verified
	Regularly clean litter including cigarette butts from areas surrounding facility and dispose of properly. Provide adequate ash trays to prevent cigarette litter.	
	Routinely check company vehicles for oil leaks and staining on pavement and repair identified vehicles.	
	Use a Clean Water Business Partner carpet cleaner, landscaper or mobile power washer. (Sacramento County only)	
	Hire a certified Sacramento Area Sustainable Business for your business operations.	
	Use a certified Green Gardener for landscaping maintenance or installation at your business.	
	Use a certified Ecowise structural pesticide applicator at your business.	
	Participate in a local "Adopt-A-Waterway" or "Adopt-A-Open Space" program.	
	Distribute educational materials on stormwater pollution prevention to employees & customers.	
	Routinely clean dumpster area. Dispose of spent wash water appropriately.	
	Participate in a local storm drain marking program.	
	Eliminate the use of chemical pesticides by eliminating attractants or harborage for pests.	
	Other:	
	<b>Water Pollution Prevention</b>	
	Buy paper products (towels, napkins, & copy paper) that are unbleached (no chlorine).	
	Other:	
	<b>Waste Management</b>	
	Purchase necessary hazardous products such as cleaners in the smallest quantities possible.	
	Replace standard fluorescent lights with low- or non-mercury fluorescent lights.	
	Require in janitorial contracts that safer, less toxic janitorial products are used to clean your facility.	
	Use one or a few multipurpose cleaners, rather than many special purpose cleaners.	
	Use rechargeable/recyclable batteries in appliances, such as small vacuums or flashlights, instead of using disposable batteries.	
	Reuse left-over paint.	
	Other:	

**Application Checklist  
SACRAMENTO AREA SUSTAINABLE BUSINESS PROGRAM**

<b>ENERGY CONSERVATION</b>		
<b>Equipment/Facility Changes Required minimum of the selected measures -- 10</b>		
Many of these actions qualify for incentives and rebates from your utility company. You are encouraged to contact your local electric and gas provider and request an energy audit to identify energy saving opportunities and associated rebates.		Date Verified
	Adjust equipment controls to an operating temperature, speed, or other settings that use less energy. Post signs at equipment stating the reason for the setting.	
	Have an energy use assessment conducted of your facility. (note: required for Silver level certification)	
	Replace manual and mechanical thermostats with electronic programmable thermostat. If you are using a heat pump for heating, select a thermostat specifically designed for heat pumps.	
	Replace fluorescent fixtures and lamps with LED alternatives.	
	Inspect and confirm proper operation of economizers on an existing AC system to increase fresh air flow and save energy.	
	Install occupancy sensors for lighting in low occupancy areas, including walk-in refrigerator/freezers. Some excluded areas may apply, such as mechanical and electrical rooms.	
	Insulate hot water heaters and hot water pipes (for electric water heaters only) .	
	Plant a shade tree near the building to minimize sun exposure. Trees are available from SMUD and the Sacramento Tree Foundation.	
	Rearrange workspace to take advantage of natural sunlight.	
	Replace all incandescent and fluorescent lamps with LED alternatives.	
	Replace an older refrigerator or other appliance with a new efficient model such as an energy star model.	
	Replace or supplement an existing AC system with an evaporative cooler, or a unit with a greater EER rating.	
	Replace HVAC using gas heating with HVAC using heat pump heating. (Rebates are available.)	
	Replace gas water heater with heat pump water heaters (Rebates are available)	
	Retrofit exit signs with LEDs.	
	Thermostat programs are updated with occupied and unoccupied periods and setbacks that are appropriate for the equipment type. (Gas furnace setback recommendations are different from heat pump recommendations).	
	Equip exterior LED lighting with motion detectors and a high/low light level strategy.	
	Use an energy management software system to control lighting and HVAC systems.	
	Select Energy Star qualified appliances when available. <a href="http://www.energystar.gov">www.energystar.gov</a>	
	Use weather stripping to close air gaps around doors and windows.	
	Add strip curtains to walk-in freezers.	

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SACRAMENTO AREA SUSTAINABLE BUSINESS PROGRAM**

<b>ENERGY CONSERVATION</b>		
<b>Equipment/Facility Changes (continued) Required minimum of the selected measures -- 10</b>		
	<b>Many of these actions qualify for incentives and rebates from your utility company. You are encouraged to contact your local electric and gas provider and request an energy audit to identify energy saving opportunities and associated rebates.</b>	Date Verified
	Use "task lighting" to directly illuminate a work area and where extra lighting is needed rather than light an entire area.	
	Utilize solar energy sources / equipment such as solar water heater or preheater.	
	Install solar carports to generate power and shade cars and/or Install level II electric vehicle charging stations (rebates are available).	
	Replace electric resistance and gas-fired water heating with heat-pump water heating. (Rebates are available <a href="https://caenergywise.com/rebates">https://caenergywise.com/rebates</a> )	
	Install "cool roof" roof coating.	
	<b>Other:</b>	
<b>Practice Changes Required minimum of the selected measures -- 10</b>		
		Date Verified
	Clean lighting fixtures and lamps monthly so that they are lighting as effectively as possible.	
	Drain and flush hot water tanks to the sanitary sewer every 6 months to prevent scale buildup and deposits.	
	<i>Sacramento County Locations:</i> In lieu of choosing 10 Energy Conservation measures, you may satisfy the requirements of this section through participation in the Sacramento Municipal Utility District (SMUD) "Greenenergy" program at the 50% level plus any 5 measures from this section. A SMUD energy assessment is required.	
	Perform regularly scheduled maintenance on your HVAC system – Check entire system each year for coolant and air leaks, clogs, and obstructions of air intake and vents annually.	
	Perform regularly scheduled maintenance on your HVAC system - Clean permanent filters with mild detergents every three months and keep condenser coils free of dust and lint.	
	Use advanced power strips at workstations to eliminate vampire loads.	
	Routinely close blinds and curtains to reduce heat gain.	
	Schedule routine janitorial services during the day instead of at night to save lighting energy.	
	Seal off unused areas and insulate unneeded windows.	
	Set refrigerator temperature between 38 and 42 degrees F, freezer between 0 and 5 degrees F.	

ENERGY CONSERVATION		
Practice Changes (continued) Required minimum of the selected measures -- 10		
		Date Verified
	Thermostat programs are updated with occupied and unoccupied periods and setbacks that are appropriate for the equipment type. (Gas furnace setback recommendations are different from heat pump recommendations).	
	Turn off lights and remove extra lamps where possible.	
	Shut off computers or put in sleep mode when not in use.	
	Use light switch reminders to remind guests and staff to turn off lights.	
	Use lighting control devices such as time clocks or photocells or sensors.	
	Use small fans and heaters during off hours instead of heating or cooling the entire space.	
	Make use of available utility provided "On-Line" customer use data to encourage energy conservation and load shifting.	
	<b>Other:</b>	

<b>SOLID WASTE REDUCTION</b>		
<b>Equipment/Facility Changes Required minimum of the selected measures -- 10</b>		
		Date Verified
	Through your purchase contracts, purchase products in returnable, reusable, recyclable or compostable containers.	
	Centralize purchasing within your company to eliminate unnecessary purchases and control what is being bought.	
	Conduct a solid waste assessment to identify ways to reduce waste, increase recycling, and increase use of recycled-content products.	
	Develop routing lists for bulletins, memos, and trade journals to minimize the number of employees receiving individual copies.	
	Eliminate fax cover sheets by using stick-on fax labels.	
	Eliminate purchase of disposable items such as pens, calendars, etc. Purchase reusable items instead.	
	Eliminate unnecessary forms, and/or redesign forms to use less paper, or maintain forms in electronic format only.	
	Encourage employees to share phone books, repair manuals, etc. instead of ordering books for each employee.	
	Freecycle - dispose of unwanted items through websites such as freecycle.com; freecycle.org; or craigslist.com.	
	Install air hand dryers in restrooms and eliminate paper towels for hand washing.	
	Order supplies using e-mail/online forms or voice mail instead of forms.	
	Participate in a cooperative buying program.	
	The Recycling Market Development Zone (RMDZ) program combines recycling with economic development to fuel new businesses, expand existing ones, create jobs, and divert waste from landfills. Visit <a href="http://www.calrecycle.ca.gov/RMDZ/">http://www.calrecycle.ca.gov/RMDZ/</a> to learn more!	
	Provide incentives for customers to return bags and boxes.	
	Purchase cleaning supplies in concentrated formulas and portion into labeled, reusable dispensing bottles.	
	Purchase paper products certified by the Forest Stewardship Council.	
	Replace disposable beverage cups, plates, and utensils with washable, reusable items. Encourage employees to bring food from home in reusable containers and/or bring their own washable plates/utensils to work.	
	Replace several similar products with one or two that can do the same job.	

<b>SOLID WASTE REDUCTION</b>		
<b>Equipment/Facility Changes Required minimum of the selected measures -- 10</b>		
		Date Verified
	Reuse packaging materials or find someone who can.	
	Set computer / printer defaults to print double-sided. Require double-sided printing for all multi-page documents.	
	Set up a bulletin board and use e-mail for important employee memos.	
	Select products shipped with less packaging.	
	Store and rotate supplies to minimize loss through spoilage and damage.	
	Update and correct company mailing lists used to send information to customers to avoid creating undeliverable mail.	
	Use computer software that allows faxing directly from computers without printing (Microsoft Outlook).	
	Use continuous circulation envelopes within your business to route information to employees.	
	Use optical scanners for tracking inventory to allow for more precise ordering and less waste.	
	Use reusable materials in office supplies and buy products in bulk.	
	Vermicompost in the employee break room.	
	Adopt an Environmental Purchasing Policy or a Zero Waste Policy.	
	<b>Other:</b>	
<b>Practice Changes Required minimum of the selected measures -- 5</b>		
		Date Verified
	Buy mulch, soil amendments and compost made of plant trimmings or green waste for landscaping.	
	Buy office paper, envelopes, and business cards, napkins, estimate and invoice forms, toilet seat covers, toilet paper, paper towels, etc. with recycled content (minimum 30% post-consumer content).	
	Buy products in bulk when possible, using concentrated products when appropriate.	
	Buy paint made from recycled paints.	
	Use direct mail marketing materials that require no envelope – simply fold and mail.	
	Make scrap paper available for customers for use as scratch paper or donate scrap paper.	

**Application Checklist  
SACRAMENTO AREA SUSTAINABLE BUSINESS PROGRAM**

<b>SOLID WASTE REDUCTION</b>		
	<b>Practice Changes (cont.)</b>	<b>Date Verified</b>
	Buy recycled construction materials when building/remodeling (e.g. insulation made from recycled paper & cotton, plastic lumber for decking, & benches, carpeting)	
	Buy recycled or remanufactured printer and copier toner cartridges.	
	Buy storage bins & containers for recyclables and provide special area for recycling.	
	Collect landscape trimmings for composting if services are available.	
	Donate unwanted items such as furniture, supplies, computers, etc. to non-profit organizations (e.g. ReCreate, RAFT, STAR, RUEC) or schools.	
	CalRecycle's materials exchange portal helps connect businesses, organizations, manufacturers, schools, and individuals with the most effective online resources for exchanging materials. Visit <a href="http://www.calrecycle.ca.gov/CalMAX/">www.calrecycle.ca.gov/CalMAX/</a> for more information to utilize this program.	
	For shipping, use shredded paper made on-site from waste paper for packaging needs instead of using Styrofoam pellets, bubble wrap, or other packing materials.	
	Grasscycle by cutting landscaped turf when grass is still short and leave the short cuttings on the lawn to decompose.	
	Recycle used motor oil, solvent and/or grease.	
	Recycle California Redemption Value beverage containers. Visit <a href="http://www.cansandbottles.com">www.cansandbottles.com</a> to find the nearest Buy Back Center.	
	Recycle metal, including scrap from remodeling activities & equipment replacement.	
	Recycle office paper, cardboard and mixed paper, including junk mail, phone books, newspapers and magazines.	
	Recycle wood, including pallets & wood from remodeling activities.	
	Send used printer / copier toner cartridges back to the manufacturer or local service for recycling or refilling.	
	Stock and/or sell products with recycled content (such as bags, boxes or shelf products).	
	Recycle non-food container Styrofoam (EPS).	
	Recycle batteries through a household hazardous waste facility or a battery recycling program such as Rechargeable Battery Recycling at <a href="http://www.rbr.org">www.rbr.org</a> .	
	Recycle electronic equipment (e.g. computers, monitors, printers, microwave ovens).	
	Recycle paint (use as a primer, give to a hazardous waste collection program, or donate to a community organization). Visit <a href="http://www.paintcare.org">www.paintcare.org</a> for local, easy drop off locations.	
	Other:	

<b>GREEN BUILDING</b>		
<b>Equipment/Facility Changes Required minimum of the selected measures -- 5</b>		
		Date Verified
	Building is certified by a professional organization such as LEED®	
	Buy recycled construction materials when building/remodeling (such as insulation made from recycled paper and cotton, plastic lumber for decking, benches, and railing, carpeting etc.)	
	Formaldehyde free building products.	
	High recycled content for interior finishes and furnishings.	
	Install a high efficiency HVAC system.	
	Install and use ceiling fans instead of air conditioning.	
	Install awnings on sun-exposed windows.	
	Install skylights or solar tubes.	
	Paint exterior walls and roof white to reflect heat.	
	Recycle or divert demolition materials and/or construction waste.	
	Use landscaping or barriers to prevent soil erosion especially during construction or remodeling activities.	
	Use low emissions building materials.	
	Use window tint to off-set heat gain.	
	Waterless urinals.	
	<b>Other:</b>	

**Application Checklist  
SACRAMENTO AREA SUSTAINABLE BUSINESS PROGRAM**

**TRANSPORTATION / AIR QUALITY**

**Equipment/Facility Changes  
Required minimum of the selected measures -- 10**

	Date Verified
Provide carpool spaces for use by employees and customers.	
Encourage employee bicycle commuting—offer secure areas for bicycle storage.	
Provide customer bicycle racks.	
Offer on-site lockers and showers, or make arrangements for the use of nearby facilities, to encourage employees walking, jogging, or bicycling to work.	
Business building is located within half a mile of light rail or one-quarter mile of bus route and employees are provided route maps and general information.	
Provide Park and Ride parking spaces.	
Provide electric vehicle charging stations.	
Provide on-site amenities for employees (e.g. dry cleaning, ATM, cafeteria) so that they don't have to drive offsite during lunch breaks.	
Convert or replace company vehicles with low-emission models (electric, hybrid, natural gas, alternative fuels).	
Provide fleet of bicycles for employees to use.	
Provide fleet of electric vehicles for employees to use.	
Plant shade trees in parking lots to reduce heat island effects	
Install a xeroscape or low maintenance landscape to minimize the use of water and landscaping equipment.	
Install light colored pavement and roofing materials to minimize the Urban Heat Island Effect	
Replace controlled intersections/stop signs with traffic circles.	
Provide a shuttle to the nearest transit hub (If the business is not located near transit).	
Calculate your baseline "Carbon Footprint" online at <a href="http://www.coolcalifornia.org/calculator">http://www.coolcalifornia.org/calculator</a> and establish a goal for specific reductions in future years.	
Provide access to a tire pressure gauge and air compressor on the premises for company and employee vehicles (properly inflated tires increase fuel mileage).	
Upgrade or replace your natural gas boiler or heater with an Ultra Low-NOx Burner	
Power your business with green energy produced by naturally occurring renewable resources like the wind and sun. (Contact PG&E, SMUD, or Roseville Electric for information)	
Replace company fleet vehicles with a car sharing membership program. <a href="http://www.ZipCar.com">http://www.ZipCar.com</a>	
Offset company's vehicle travel CO2 emissions through certified/verified carbon offsets	
Provide an employer owned van for employee vanpooling to reduce commuting miles.	
Replace or augment your gas or electric water heater with a solar water heater	

Other:

**Application Checklist  
SACRAMENTO AREA SUSTAINABLE BUSINESS PROGRAM**

**TRANSPORTATION / AIR QUALITY**

**Practice Changes (continued)  
Required minimum of the selected measures -- 10**

	Date Verified
Subscribe to "Spare the Air" email service and promote the program to employees.	
Be an active participant with a government outreach partner / Transportation Management Organization (TMO) that promotes alternative modes of transportation.	
Actively promote bike programs to employees (e.g. Smart Cycling Clinics, May is Bike Month, Bucks for Bikes).	
Use local air district incentives and grant programs for gas lawnmower replacement, wood burning stove replacement, and other business related incentives.	
Join the USEPA Smartway <sup>SM</sup> Transport Partnership. Info at <a href="http://www.epa.gov/smartway/">http://www.epa.gov/smartway/</a> or call (734) 214-4767	
Link trips for routine errands into a single outing. Patronize businesses close to your facility when possible	
Use no or low VOC cleaning and maintenance products (i.e. paints, solvents, strippers).	
Have promotional materials made from recycled material or printed with soy-based inks or other low/ no VOC inks.	
Replace aerosol products with non-aerosol alternatives.	
Use nontoxic, low or no-VOC office supplies and/or paints.	
Provide qualified Transportation Fringe Benefit Program for transit riders, bicyclists and vanpool riders.	
Enact a policy to use electric landscaping equipment.	
Enact a policy to minimize motor vehicle use on Spare the Air Days.	
Enact a policy to minimize the use of equipment with gas or diesel engines on Spare the Air Days.	
Enact a policy to minimize electricity use on Spare the Air Days.	
Enact a policy to minimize vehicle idling.	
If you provide free parking to employees, provide a parking cash-out subsidy to employees that don't drive in.	
Enact a policy to utilize locally produced agricultural products whenever feasible.	
Designate an Employee Transportation Coordinator (ETC) to manage alternative commute programs and work with individual employees on commute options.	
Offer telecommuting opportunities and/or flexible work schedule, and/or compressed work week to employees to reduce commuting.	
Join a Local Transportation Management Association (TMA). TMA's are non-profit membership associations representing employers and helping commuters find alternatives to commuting alone to work.	
Utilize videoconferencing and other technological solutions that reduce employee travel.	
Make commuter ride sharing info available to employees (e.g. Sac Region Commuter Clubs, 511).	
Offer employee incentives for carpooling, vanpooling, or using mass transit (e.g. preferred parking, transit subsidy passes, and emergency ride home program).	
Patronize hotels that are certified by an environmentally preferable hotel program.	
Other:	